



Employment Vacancy Announcement

No	16-11
Position	Regional Cultural Affairs Specialist
Opening date	September 26, 2016
Closing date	October 14, 2016
Working Hours	Full time – 40 hours/week, Monday to Friday
Salary	Full time: Ordinarily Resident (OR): LE-10 FJ\$58,119 (Starting salary) Not-Ordinarily Resident (NOR): FP-04* US\$63,632 (Starting salary) *Final grade/step for NORs will be determined by Washington.

The U.S. Mission in Suva is seeking eligible and qualified applicants for the position of a Regional Cultural Affairs Specialist.

BASIC FUNCTION OF THE POSITION

Under the general supervision of the Public Affairs Officer, is responsible for planning and implementing a variety of cultural, educational, speaker and other public diplomacy (PD) programs in Fiji, Kiribati, Nauru, Tonga and Tuvalu as well as managing PD grants. The incumbent is the principal Locally Employed Staff (LE Staff) contact for these programs and LE Staff advisor to the Ambassador and Deputy Chief of Mission on PD programs and activities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Identifies and maintains regular contact with PI senior editors, columnists, broadcasters, and journalists and advises the PAO on the current thinking of these individuals and on future information and opinion trends. Counsels the PAO and senior managements on appropriate media strategies related to contact development, placement and outreach opportunities. Provides to the PAO and senior management feed-back and strategic advice on issues in the public domain. Maintains and updates entries on media members in the Post's contact database, recording contacts and preparing reports which monitor outreach effectiveness. Coordinates closely with Public Affairs staff to select and distribute resource materials relevant to the Mission program plan to media contacts. Advises and coordinates with Mission social media, on appropriate materials and information

to be posted on relevant Mission websites. Serves as a principal point of contact and coordination for VIP and program-related visits; organizes and executes a complex public affairs program in support of the visits.

2. Arranges interviews, press conferences, TV/radio appearances, and other media events for the Ambassador, and other Mission officers, visiting American speakers, USG officials, and other newsworthy individuals. This involves planning sessions with the local media, and briefing the newsmaker on current issues and possible questions, and post-program reporting. Selects media to participate in Post programs, including electronic conferences, speaker programs, press conference, representational events, etc. Assists media in identifying U.S. experts for interviews. Researches and edits materials for placement in PI publications, radio and television broadcasts, and on Mission websites. Responds to media inquiries regarding U.S. policies across a broad range of topics. Drafts and issues press releases and announcements for Mission(s) programs and events, official visits, U.S. ship visits, and other events of interest. Maintains a media monitoring service clipping key articles and digitally recording articles on issues of policy significance and advises officers on trends in news and media analysis of particular events, and drafts and edits media reaction reports on important commentary in the media. Drafts frequent reports for the State Department and other USG elements on developments and trends in PI media and on analysis of PI media commentary.

3. In consultation with PAO, manages the media component of the International Visitor (IV) program, preparing nominations of journalists, suggesting program options, debriefing returnees, and drafting final reports. Arranges Washington support for journalists and other media contacts seeking facilitative assistance while on assignment to the U.S. Prior to departure, assists PI correspondents assigned to the U.S. with background material on American policy issues and advice on Public Affairs facilities in the U.S.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: A University Degree in the Liberal Arts, Political Science, Social Sciences or related fields.
2. Experience: Five years of progressively responsible experience in the library field, preferably reference work, university teaching or related fields.
3. Language Proficiency: Must have excellent command of spoken and written English. Level IV - Fluent.
4. Skills and Abilities:
Must have the ability to work at the same time on a wide range of complex and demanding projects; conceive, develop and implement program ideas and projects to advance mission objectives; develop and maintain contact with high-level audience members in educational, governmental, professional and cultural circles; perform research on a great variety of reference subjects, using on-line databases; draft polished reports, proposals and correspondence and speeches. Must have sound intellectual, professional and political judgment. Must have advanced computer skills and be fully familiar with standard work processing, managing databases and have the ability to operate equipment such as the digital videoconference system. Must possess good organizational skills and have the ability to prioritize work independently, analyze and synthesize information to produce reports, work under pressure and deal with multiple projects simultaneously. Must possess excellent customer service skills when dealing with a wide range of Embassy contacts and the motivation and initiative to seek out institutional and other target audiences. Must have a valid Fiji driving license.

SELECTION PROCESS:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance certificate.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. CV, transcripts, degrees, work references etc.)

IMPORTANT:

Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office: Leilani Oakley
Mailing Address: P O Box 218, Suva
E-mail Address: hrosuva@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.